

HUMAN RESOURCES OFFICE, SASEBO SATELLITE OFFICE  
VACANCY ANNOUNCEMENT  
2006 SUMMER EMPLOYMENT PROGRAM  
(26 JUNE - 18 AUGUST 2006)

**POSITION:** WORKING AID, AD-3502-01  
\$5.00 Per Hour  
Temporary Summer Appointment  
(26 Jun 06 - 18 Aug 06)

**ANNOUNCEMENT NO:** SH-01-06  
**OPENING DATE:** 7 APR 06  
**CLOSING DATE:** 12 MAY 06

**LOCATION:** Various activities in the Sasebo Area

**AREA OF CONSIDERATION:** Family Members (ages 14 - 21 years old) of US Military or Department of Defense Civilian Employees in Sasebo, Japan

**DUTIES:** May perform work in an office environment involving clerical tasks that may include operation of typewriter, office machines or automated data processing equipment. Outdoor and some indoor positions may include labor or maintenance work requiring occasional lifting. Positions working in recreation programs may require non-traditional workdays/work hours and/or work on holidays.

**TYPE OF POSITIONS:** Full-time and part-time positions will be available on Main Base and Hario. Some positions may require irregular schedules that include evenings and weekends.

**QUALIFICATION REQUIREMENTS:** Sofa sponsored family members eligible for summer employment **must be between the ages of 14 through 21 years at the time of appointment.**

**REQUIRED FORMS AND WHERE TO OBTAIN FORMS:** Application forms and Parental Consent Certificates may be obtained from the Administration Office at E. J. King School or from the Human Resources Office (HRO), Sasebo Satellite Office, Building PW47 (in front of the bowling alley).

**METHOD OF EVALUATION/APPOINTMENTS:** Applicants will be asked to draw a number when submitting their application packages. Appointments will be made according to the number drawn. Priority is given to Juniors, Seniors and students who are name requested. **Applications must be filled out completely and must be accompanied by the Parental Consent Form in order to be accepted.** Applicants should be available to work from 26 June 2006. There are a limited number of positions and applications should be submitted in a timely manner.

**HOW TO APPLY:** Submit the application package to HRO Sasebo Satellite Office, BLDG PW47, **between 0800 - 1600. Please bring the original and a copy of the following documents along with the application package** for verification by HRO representatives, at the time of submission:

1. **Passport, ID Card, and Social Security Card**
2. **Alien Registration Card ("Green Card"), if applicable**

**HRO SASEBO SATELLITE OFFICE  
2006 SUMMER EMPLOYMENT PROGRAM  
APPLICATION FORM**

**PRIVACY ACT STATEMENT:** The information requested on this form is authorized by Title 5, US Code. The information is necessary to ascertain your eligibility for employment under the Summer Employment Program.

1. NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

2. CITIZENSHIP: US ☐ Other ☐ If Other, specify. \_\_\_\_\_

3. SEX: Male ☐ Female ☐ 4. DATE OF BIRTH: \_\_\_\_\_  
(Month-Day-Year)

5. PLACE OF BIRTH: \_\_\_\_\_  
(City/State)

6. MAILING ADDRESS/PHONE: PSC \_\_\_\_\_ BOX \_\_\_\_\_ FPO AP \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_

7. RESIDENCE ADDRESS(STREET/OFF BASE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**8. SPONSOR'S INFORMATION:**

NAME \_\_\_\_\_ RANK/GRADE \_\_\_\_\_ PRD \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ DUTY PHONE \_\_\_\_\_

9. Are you available to work from 26 June 2006? YES ☐ NO ☐

10. WORK SCHEDULE DESIRED: Full Time ☐ Part Time ☐ Evenings ☐ Weekends ☐  
Although not your preference, are you willing to work (check as applicable): Full Time ☐ Part Time ☐  
Evenings ☐ Weekends ☐

11. WORK SITE DESIRED: Hario ☐ Main Base ☐ Either ☐

**12. SPECIAL QUALIFICATIONS AND SKILLS (List any skills you possess or equipment you can operate)**

Typing: Yes ☐ No ☐ If Yes, Words Per Minute \_\_\_\_\_/WPM

Operate Computer: Yes ☐ No ☐ Software programs: \_\_\_\_\_

Equipment: \_\_\_\_\_ Other skills: \_\_\_\_\_

13. Have you been employed with the Summer Hire Program last year? Yes ☐ No ☐

Dates worked: From: \_\_\_\_\_ To: \_\_\_\_\_ Location: \_\_\_\_\_

14. Are you presently working for MWR or NEX? Yes ☐ No ☐

If yes, check one: MWR ☐ NEX ☐ Number of work hours per week \_\_\_\_\_

15. What is your current grade?

Grade \_\_\_\_\_ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐

16. List all family members employed by the US Government (Civilian and Military) and place of employment for each. NO SUMMER HIRE EMPLOYEE MAY WORK IN ANY ACTIVITY WHICH IS WITHIN THE FAMILY MEMBER'S CHAIN OF COMMAND.

NAME	RELATIONSHIP	ORGANIZATION

16. WORK EXPERIENCE (Start with current or last position and work back):

NAME OF EMPLOYER/ PLACE OF EMPLOYMENT	PERIOD OF EMPLOYMENT MONTH YR - MONTH YR	BRIEF DESCRIPTION OF DUTIES OF THE JOB
A.		
B.		
C.		
D.		

**APPLICANT'S CERTIFICATION AND SIGNATURE**

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and ability and are made in good faith.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

η η η FOR HUMAN RESOURCES OFFICE USE ONLY η η η

Verifications:

1. PASSPORT NO.: \_\_\_\_\_ 2. ID NO.: \_\_\_\_\_

3. US Citizenship: Yes ☐ No ☐ 4. SSN OKAY FOR WORK?: Yes ☐ No ☐ 5. Green Card #: \_\_\_\_\_

(Assigned Pseudo No. \_\_\_\_\_)

6. APPLICANT IS BETWEEN 14 AND 21? Yes ☐ No ☐

The above information was verified and the application was received by:

\_\_\_\_\_  
HRO Representative

\_\_\_\_\_  
Date

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Placement info:

1. Command: \_\_\_\_\_ 2. Type of Job: \_\_\_\_\_

3. Effective Date: 26 June 06

4. Workdays & hrs: \_\_\_\_\_

## PARENTAL CONSENT CERTIFICATE

### TO BE COMPLETED BY PARENT OF APPLICANT:

I certify that I authorize my son/daughter, \_\_\_\_\_, to be employed during the 2006 Summer Employment Program and that I have no objection if the work includes the following duties or is located in the following areas (circle all appropriate numbers):

- |  |  |
|--|--|
| <u>1</u> Office work (includes typing, filing, operating copying machines, work processors/computers, paper cutter, paper shedder, etc.) |  |
| <u>2</u> Inside maintenance work (may require the use of cleaning solvents)  |  |
| <u>3</u> Outside maintenance work (may require work such as trash collection)  |  |
| <u>4</u> Grass cutting (manual)  | <u>11</u> Grass cutting with power mower |
| <u>5</u> Heavy lifting (over 50 lb.)   | <u>12</u> Moderate lifting (15-50 lb.)   |
| <u>6</u> Small harbor craft/marina   | <u>13</u> Around machinery               |
| <u>7</u> Around dry docks and heavy equipment  | <u>14</u> Painting                       |
| <u>8</u> Ladders and scaffolding   | <u>15</u> Driving                        |
| <u>9</u> Kitchen or food service   | <u>16</u> Warehouse work                 |
| <u>10</u> Use of power tools   | <u>17</u> Other (Specify)                |

I certify that this application is accurate and complete. I also authorize emergency medical care to be administered while my son/daughter is participating in the program. It is my understanding that this applies only to those situations which are job related.

Parent's Signature

Date

### IN CASE OF EMERGENCY, NOTIFY (LOCAL RELATIVE):

NAME	RELATIONSHIP
ADDRESS	PHONE